



**UP Awas Evam Vikas Parishad**  
**Finance & Accounts Section**  
**104, Mahatma Gandhi Marg**

E-Mail centralaccounts@upavp.com



Let. No. 57 / C.A / 2024-25 /

Date 25/4/25

**E-TENDER NOTICE**

**Request for Proposal (RFP) for Chartered Accountant for GST Monthly Compliances and Allied Work for UPAVP for FY 2025-26 to 2027-28**

The Uttar Pradesh Awas Evam Vikas Parishad invites proposals from eligible Chartered Accountants/firms for GST Monthly Compliances and Allied Work for UPAVP for FY 2025-26 to 2027-28 which may be extended as per performance. The work involves:

- Compilation of GST information and Data for all Units/division offices of the Parishad.
- Preparation of information and data for filing of Monthly GSTR-1, GSTR-3B, GSTR-7.
- Reconciliation of Input tax Credit with the GSTR-2A.
- Preparation and reconciliation of ITC as per the GST Rules 42/43 etc.
- Attending the matters before Adjudicating officers on receipt of any notice regarding filing of GST returns and compilation of records.
- Preparation of reply and submission before the adjudicating authorities and GST Audit authorities.
- Response to the queries of the units / division/ head office within the reasonable time frame.
- Attend the meetings when called by the Parishad no TA/DA or extra cost will be provided.
- The scope of work shall be changed as per the requirement and no additional fees shall be awarded.

The applicant must be a registered Chartered Accountants or a firm of Chartered Accountants with experience in aforesaid work for government or public sector entities with other eligibility conditions as per the RFP document.

The RFP document can be downloaded from [<https://etender.up.nic.in>]. The last date for online submission of proposals is **08-05-2025** at **02.00 PM**. Only bids submitted through the e-Tender portal will be considered. The selection of the firm shall be based upon QCBS method.

The authority reserves the right to accept or reject any proposal without assigning any reason. Any corrigendum or amendment will be published only on [<https://etender.up.nic.in>].

**Important Dates:-**

|  |                |
|--|----------------|
| 1-Offer Download Start Date 28.04.2025             | Time: 05.00 PM |
| 2- Start Date of Submission of Proposal 29.04.2025 | Time: 10.00 AM |
| 3- Last Date of Submission of Proposal 08.05.2025  | Time: 02.00 PM |
| 4-Proposal Opening Date 08.05.2025                 | Time: 04.00 PM |

[Finance Controller]

[Uttar Pradesh Housing & Development Board]

**Signature Not Verified**

Digitally signed by CHANDRA PRAKASH ARYA

Date: 2025.04.28 15:45:50 IST

Location: Uttar Pradesh-UP

**Request for Proposal**

**(RFP)**

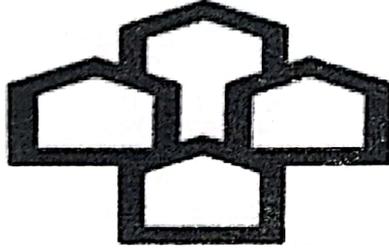
**For**

**Engagement of a Firm of Chartered Accountants**

**for GST Monthly Compliances and Allied Work for UPAVP for 2025-26 to 2027-28**

**April-2025**

**IS15700:2018**



**सेवोत्तम प्रमाणित**

**Uttar Pradesh Awastha Evam Vikas Parishad**

**104-Mahatma Gandhi Marg, Lucknow-226001, U.P.**

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## SECTION – I

### LETTER OF INVITATION

#### **Engagement of a firm of Chartered Accountants for GST Monthly Compliances and Allied Work for the FY 2025-26 to 2027-28 of UPAVP**

The U.P. Awas Evam Vikas Parishad ("UPAVP"/ "Parishad"), established under the U.P. Awas Evam Vikas Parishad Act, is a prominent government agency in Uttar Pradesh dedicated to promoting housing development and urban planning. The organization plays a crucial role in facilitating affordable housing solutions, enhancing the quality of urban living, and ensuring sustainable development through effective management of land and resources.

To uphold its responsibilities and maintain compliance with financial regulations, the Parishad seeks to engage a qualified consultant or firm for the preparation of its GST Monthly and allied work for the financial year 2025-2026 to 2027-28. This document delineates the comprehensive scope of work and terms of reference guiding this engagement.

2. The complete bid document containing detailed scope of work and other terms & conditions can be downloaded from etender up website <https://etender.up.nic.in>
3. The bid shall be valid for 90 days from the date of opening of bid. Conditional bid, if any shall be summarily rejected.
4. The Parishad reserves the right to reject any/ all bids without assigning any reason and to take any measure as it may deem fit, including annulment of the bidding process, at any time without incurring any liability or any obligation for such rejection or annulment.
5. Schedule of bidding is as under. However, the schedule may be changed, at the discretion of the UPAVP, without assigning any reason. Change of date(s), if any, shall be suitably notified through e-tender up portal. Bidders are advised to periodically monitor the information relating to this tender on these websites.

| Sl. No. | Event(s)  | Date (Unless otherwise notified separately)   |
|---------|---|---|
| i.      | Period of contract  | Initially for FY 2025-26 to 2027-28 which may be extended on yearly basis subject to the performance of the bidder. |
| ii.     | Tender uploading on the etender up website                  | As Per e-tender UP portal   |
| iii.    | Last date/time for submission of e-bids (i.e. Bid due date) | As Per e-tender UP portal   |
| iv.     | Online opening of e-bids                                    | As Per e-tender UP portal   |

## SECTION-II

### ABOUT THE PARISHAD AND INTENT OF THE TENDER INQUIRY

The U.P. Awas Evam Vikas Parishad ("UPAVP"/ "Parishad"), established under the U.P. Awas Evam Vikas Parishad Act, is a prominent government agency in Uttar Pradesh dedicated to promoting housing development and urban planning. The organization plays a crucial role in facilitating affordable housing solutions, enhancing the quality of urban living, and ensuring sustainable development through effective management of land and resources.

The objective of this tender is to select a firm of Chartered Accountants for compilation of GST on monthly basis along with that GST Return Filing, GST Audit, Service Tax return Filing, Case Handling, DGAP Work Handling, DGGI/DGCEI of Parishad Headquarter (HQ) as well its Field Offices(Including Division Offices/Estate Management Offices) and other offices for the financial year(FY) 2025-2026 to 2027-28 The following shall be the scope of work.

- GST Monthly filing of returns GSTR-1,
- GST Monthly filing and payment computation GSTR-3B
- GST Monthly filing of returns others
- GST Monthly filing of TDS returns and computations
- Adjudication and assessment of cases
- Attending of personal hearing and preparing the reply.
- Atten meeting when called
- Other works as per scope of work section.

## SECTION-III

### INSTRUCTIONS TO BIDDERS

1. The name and address of the institution inviting bids i.e., the employer:

**The Finance Controller,  
Uttar Pradesh Awas Evam Vikas Parishad  
104-Mahatma Gandhi Marg, Lcknow-226001, Uttar Pradesh.**

2. The purpose of invitation of bids is for 'Engagement of firm of Chartered Accountants for GST Monthly Compliances and Allied Work for the FY 2025-26 to 2027-28 and which may be further renewed based upon the performance of the bidder for subsequent years.

3. The Method of selection of the firm shall be on the basis of QCBS

4. Each bidder shall submit only one proposal in response to this tender document. Any firm submitting more than one bid in response to this tender document shall be disqualified from the bidding process.

5. The Bidder should carefully examine the tender document and all its contents, including the annexures and formats and would be wholly responsible for the failure to comply with the requirement and conditions as stipulated in the tender document. No extra charges or compensation etc. whatsoever consequent on any misunderstanding or otherwise shall be allowed. Having submitted the bid, it would be deemed that prior to the submission of the tender document, the Bidder has:

- a) Made a complete examination of the contents as well as the requirements of the tender document.
- b) Have full knowledge of the work.
- c) Made a complete and careful examination of the various aspects of the assignment including but not limited to:
  - i. Conditions at work place.
  - ii. All other matters that might affect the bidder's performance under the terms of this tender document.

6. Preparation and Submission of Bids. Bids shall be submitted online on e-tender up website.

7. The bids shall be evaluated in two stages. Technical bid, in the first instance, shall be examined to ascertain fulfillment of eligibility criteria specified in Section VI (I) of RFP. Bids which are found to meet eligibility criteria shall be evaluated as per the detailed evaluation criteria mentioned in Section VI (II) of RFP.

8. The evaluation of bid will be made on Quality-cum-cost Based Selection (QCBS).

(A) List of Documents to be submitted alongwith the application:

- Latest registration certificate of the firm issued by The Institute of Chartered Accountants of India w.r.t the information related to the year of establishment of Head Office, Branch Office(s), address(es), details of partners along-with their membership nos. etc. Particulars as indicated in the Certificate(s) will be treated as conclusive and used for the purpose of evaluation of EOIs.
- Certificates of ISA/ CISA/ Forensic Audit and Fraud Prevention from ICAI if any, issued by the respective Institutes.
- Certificates/ Mark sheets issued by the respective Institutes in evidence of qualification of semi-qualified assistants.
- A declaration has to be submitted by each C.A. firm that none of its partner(s) or qualified employee(s) is a partner in any other audit firm which is applying for the current empanelment in UPAVP. Any EOI without such declaration in this regard shall be summarily rejected.
- Copies of appointment letters/Experience/completion certificate for the Assignments issued by PSUs/ / Central / State Government(s)/ Autonomous body in evidence of experience.
- Peer review certificate issued by ICAI
- Copy of PAN card.
- Copy of GST Registration.
- A copy of complete EOI document duly signed as a token of acceptance of all terms and conditions and sealed.

## SECTION-IV

### GENERAL CONDITIONS OF CONTRACT

**1. Contract Period:** The Contract shall be awarded to the successful bidder for the FY 2025-2026 to 2027-28 and which may be renewed in subsequent years subject to performance and deliverables of the bidder.

2.If the firm does not start the work or if it is felt at the UPAVP that the pace of work is slow and is likely to delay the assignment, the UPAVP reserves the right to terminate the contract forfeiting the performance security and/or levy the penalty and also reserves the right without prejudice to the available legal remedies, to carry out such work/service/supply at the risk and cost of the firm/bidder.

**3. Contract price:** The estimated value of the work is Rs. 12.00 Lacs per annum. The estimated value has been quoted in reference to the Code of Ethics issued by the ICAI which is mandatory for the Chartered Accountants in Practice.

4. Firms that secure 75 points and above as per criteria given in Eligibility criteria section shall be considered for financial proposal.

**5. Termination of Contract:** In case it is found that the work/ level of service is not as per requirement/standards, time lines, then the UPAVP retains the right to terminate the Contract forfeiting the performance security and, in such case, the firm/bidder shall not be entitled to claim any damages from the UPAVP or make any claim for fees in respect of such unsatisfactory/ substandard services.

6.The agreement may be terminated by the UPAVP in case of the following:

- a) If the work is not performed as per the terms and the conditions of the contract to the satisfaction of the UPAVP.
- b) The Successful Bidder assigns its rights /role in its Agreement with the UPAVP, to any third party without prior written approval of the UPAVP.
- c) The Successful Bidder commits default in complying with any of the terms and conditions of the Agreement.

**7. Sub-contracting:** The firm should not enter into sub-contracting with or hiring of any other vendor / firm for part / full of the Parishad work in any manner whatsoever. In case, a firm/ individual is required to be engaged for specialized professional/ creative assignment, prior written permission of the Parishad should be sought.

**8. Confidentiality:** The firm shall maintain strict confidentiality of all the documents, information, data coming in knowledge and/or possession of the firm as a result of performance/execution of its obligations as per the contract and also any oral, written or other information disclosed for evaluation or for any other purposes shall be considered as confidential information passed on to the firm. The code of conduct of staff provided by the firm shall be submitted for approval of

the UPAVP and the same shall be observed scrupulously. Any staff violating such code of conduct shall be replaced forthwith, besides a penalty on the firm as decided by the UPAVP shall be imposed and repeated violations in this regard may lead to termination of the Contract as and when decided by the UPAVP as per the procedure prescribed herein. This clause relating to Confidentiality shall survive upon the termination/expiration of the Contract and the UPAVP shall have right to claim damages for violation of this Clause within 02 years next after the termination/expiration of the Contract. The firm shall also enter into a Confidentiality Agreement with the UPAVP.

**9. Use of data/ documents/information:** The firm shall ensure that the documents, data, information etc. are / is not used or permitted to be used in any manner (directly or indirectly) violation of any direction or instruction as authorized by the Parishad. The information shall be safeguarded and the firm shall take all necessary actions to protect the Parishad's interest against misuse, loss, destruction, alterations or deletions thereof. Any violations of the same will be liable for action under the law which shall entitle the Parishad to claim damages from the firm apart from taking action under the applicable law. This is an irrevocable condition and it will continue to be in force upto two years after termination/expiry of the contract. This clause shall survive upon the termination/expiration of the Contract and the Parishad shall have the right to claim damages for violation of this clause within next after two years of the termination/expiration of the Contract.

**10. Time is essence of Contract:** The firm shall carry out the assignment as per the specifications and standards laid out within the stipulated time. Hence, completion of the assignment as per the scope of work in time is the essence of the contract. Not adhering to the time shall entail the Parishad to rescind the contract. Further, the Parishad shall have the right to get the unfinished assignment completed, if any, at the risk and cost of the selected firm, by virtue of the said revocation of the contract, through other sources and the expenses incurred thereof shall be borne by the firm in default. The firm shall also indemnify the Parishad against any loss, damage, expenses, costs etc. incurred by the Company as a result of the said delay in timely completion of the said assignment, by the firm.

**11.** This RFP alongwith LOA will be treated as Agreement.

**12.** If a firm quotes the minimum fees based on the Estimated Value of work but does not complete the work, the firm will be blacklisted. Additionally, the matter will be reported to the Disciplinary Body of the Institute of Chartered Accountants of India (ICAI) for further action. This is to ensure that firms maintain their professional responsibilities and follow ICAI's ethical guidelines.

## Section V

### Scope of Work

- Compilation of GST information and data for all units/division offices of the Parishad.
- Preparation of information and data for filing of Monthly GSTR-1.
- Preparation of information and data for filing of Monthly GSTR-3B.
- Preparation of information and data for filing of Monthly GSTR-7.
- Reconciliation of Input tax Credit with the GSTR-2A.
- Preparation and reconciliation of ITC as per the GST Rules 42/43 etc.
- Attending the matters before Adjudicating officers on receipt of any notice regarding filing of GST returns and compilation of records.
- Preparation of reply and submission before the adjudicating authorities and GST Audit authorities.
- Response to the queries of the units / division/ head office within the reasonable time frame.
- Attend the meetings when called by the Parishad no TA/DA or extra cost will be provided.
- The scope of work shall be changed as per the requirement and no additional fees shall be awarded.

### Other Inclusions and understanding: -

1. To attend the meetings fixed up with your prior consent where interests of our company are involved.
2. Availability of Point of Contact on Telephone in respect of any matter relating to above services.
3. The Chartered Accountant or any of the staff or Associate shall never be held responsible for physical occupation of any documents relating to UPAVP or in respect of any decision of UPAVP. The Chartered Accountant responsibility shall be restricted to complete the work as per the information and documents provided in lieu of Fee paid.
4. The Chartered Accountant shall engage and collaborate with a qualified team to facilitate the audit/ Assessment by GST department. This includes coordinating schedules, preparing necessary documentation, and ensuring that all relevant financial records are organized and readily accessible for the audit process.
5. During the audit process, the Chartered Accountant will assist in addressing any queries or requests for additional information from the GST department, ensuring a smooth and transparent.

**SECTION-VI**

**I - Eligibility Criteria**

| Sl. No. | Parameters   | Pre-qualification Criteria Description  | Scale   | Maximum Marks    |
|---------|--|---|---|------------------|
| 1.      | Legal Entity/ Registration of Firm Firm's existence after Registration | The Chartered Accountant Firm should be registered with The Institute of Chartered Accountants of India (ICAI).<br>The Firm should have been operational for at least 10 years after its registration as on 01.01.2025. | 0 – 10 Years = 5 Marks<br>10 – 15 Years = 10 Marks<br>15 – 25 Years = 15 Marks<br>Above 25 years = 20 Marks | 20 Marks         |
| 2.      | C & AG Empanelment   | The Firm should be empanelled with the Comptroller and Auditor General of India (C&AG) of India. Proof of empanelment to enclose  | 5 for major Audits & 2 for other than major Audits  | 5 Marks          |
| 3.      | Professional Strength  | No. of Partners in the Firm who have been with the applicant firm for a minimum period of 3 years as on date of application.  | Three Partners = 5 Marks<br>1 mark each for above three partners  | 10 marks         |
| 4.      | Location   | The perspective CA Firm bidding for the tender must have its Head/Branch office in Lucknow.   | Head office = 5 Marks<br>Branch Office = 2 Marks  | 5 Marks          |
| 5.      | Firm's Turnover  | The Firm must have an average annual turnover of minimum – Rs. 50 Lakhs during the last 3 (closed and audited) Financial Years ending 31stMarch 2024.   | Turnover of Rs. 50 Lacs = 5 Marks<br>One mark for every 10 Lacs above Rs. 50 lacs average turnover.         | 15 Marks         |
| 6.      | Firms experience   | The firm should have at least 07 years' experience of GST/ Service Tax assignments of Government/Semi-Government/ PSU/ Corporations/ Govt. autonomous body & should have competed at least 5 Assignments.               | Five assignments = 10 Marks<br>Two marks for each assignment above Five assignments.                        | 20 Marks         |
| 7.      | Firm Experience in Housing Board/ Housing Authority                    | Exclusive Work experience in U.P. Awas Evam Vikas Parishad in last Seven years.   | Five marks for each completed year of assignment.   | 20 Marks         |
| 8.      | Valid Peer Review Certificate issued by ICAI                           |   |   | 5 Marks          |
|         |  |   | <b>Total</b>  | <b>100 Marks</b> |

**(Minimum Qualifying points = 75 Marks)**

## II. QCBS based evaluation

### Final Evaluation – Weighted Techno-commercial Evaluation

- The commercial bid(s) of only those bidders, who are short-listed after technical evaluation, would be opened.
- All the bidders who qualify in the evaluation process shall be considered for H1 calculation
- The bidder will be selected as H1 on the basis of net total score arrived basis the scoring methodology defined in the bid.

Tender will be awarded on the basis of Techno Commercial evaluation i.e. 70% Weightage for Technical bid + 30% Weightage for Commercial bid and the bidder who score HIGHEST MARKS will be declared as H1 Bidder. Weightage of technical bid (Max 70%) will be calculated on total marks of technical evaluation scoring parameter.

The "Technical Score" & "Commercial Score" will be calculated using the formula, given below:

$$\text{Technical Score (T)} = (\text{Bidder's Technical score} / \text{Highest Technical Score}) \times 100$$

$$\text{Commercial Score (C)} = (\text{Lowest Commercial Price} / \text{Bidder's Commercial Price}) \times 100$$

The Final Score for a bidder will be calculated using the formula, given below:

$$\text{Final Score (F)} = (\text{Technical Score} \times 0.7) + (\text{Commercial score} \times 0.3)$$

For example: Three bidders namely A, B and C participated in the bid process and their technical score are as under:

$$A=60, B=80, C=90$$

After converting them into percentile, we get

$$T \text{ for A} = (60/90) \times 100 = 66.67$$

$$T \text{ for B} = (80/90) \times 100 = 88.89$$

$$T \text{ for C} = (90/90) \times 100 = 100$$

The Commercial Bid prices of the bidders are as under:

$$A= \text{Rs. } 8000, B= \text{Rs. } 9000, C= \text{Rs. } 10000$$

The final cost (lower cost quoted in Commercial price bid, in this case is Rs 8000) quoted by the bidders converted into percentile score shall be as under:

$$C \text{ for A} = (8000/8000) \times 100 = 100$$

$$C \text{ for B} = (8000/9000) \times 100 = 89$$

$$C \text{ for } C = (8000/10000) * 100 = 80$$

As the weightage for technical parameter and cost are TW = 70% and FW = 30% respectively, the final scores shall be calculated as under:

$$A = (66.67 * 0.7) + (100 * 0.3) = 76.67$$

$$B = (88.89 * 0.7) + (89 * 0.3) = 88.92$$

$$C = (100 * 0.7) + (80 * 0.3) = 94$$

Thereafter, the bidders shall be ranked in terms of the Final Score obtained. The bidder obtaining the highest total combined score in evaluation of quality and cost will be ranked as H-1 followed by the bidder securing lesser marks as H-2, H-3 etc.

The proposal securing the highest combined marks and ranked H-1 shall be recommended for award of contract. In the event two or more bids have the same score in final ranking, the bid with highest technical score will be H-1. In case of a discrepancy between amount in words and figures, the former will prevail. Hence, the offer of „C" (being highest score) would be considered and the contract shall be awarded to „C" at Rs. 10000 being the price quoted by C.

**Note:**

The bidder with highest score shall not automatically qualify for becoming selected bidder and for award of contract by the UPAVP. The Successful Bidder shall be the first ranked Bidder (having the highest combined score). The final decision on the successful bidder will be taken by the UPAVP. The implementation of the project will commence upon acceptance of LOI/purchase order by the selected bidder.

If for some reason, the successful bidder fails to execute an agreement within a specified timeline, the UPAVP reserves the right to award the contract to the next most eligible bidder based on the final evaluation scope of technical evaluation scores and commercial prices quoted during tendering process.

In case of a tie of Total Score between two or more bidders, the Bid with higher technical score would be chosen as the successful Bidder.

The UPAVP will calculate the scores up to two decimal points only. If the third decimal point is greater than .005 the same shall be scaled up else, it shall be scaled down to arrive at two decimal points.

**Letter of Application**

To,  
The Finance Controller,  
U.P. Awas Evam Vikas Parishad,  
104-M.G. Marg,  
Lucknow-226001.

**Sub: Engagement of firm of Chartered Accountants for GST Monthly Compliances and Allied Work of UPAVP for the FY 2025-26 to 2027-28 and subsequent years**

Dear Sir,

1. I ..... (Name of Partner), on behalf of the firm ..... (firm name) have studied and fully understood all the information provided in the Bid document, the undersigned hereby apply as a bidder to Bid Engagement of firm for GST Monthly Compliances and Allied Work in UPAVP for the FY 2025-26 and subsequent years according to the terms & conditions given in the tender.
2. Information as well as supporting documents related to eligibility criteria is furnished in the Technical Bid as per Annexure-B.
3. I/we agree and undertake to abide by all terms & conditions of RFP document.
4. I/we have not been blacklisted by any government department/ PSU in last three years.
5. All information provided in the Application, Appendices and Annexures is true and correct and all documents accompanying this application are true copies of their respective originals. I/we acknowledge that in case it is found at any stage about false information and submission of fake/tampered documents or suppression of facts, the bid is liable to be rejected and job, if awarded to the firm, shall be cancelled. In such a case, the UPAVP reserves the right to blacklist such firm for a period at its own discretion.

Yours faithfully,

(Partner or Authorized Signatory)

Place:

Date:

## FORMAT OF APPLICATION

1. Name of Firm:
2. Registration No. of the Firm:
3. Date of Registration of the Firm:
4. Details of Head Office & Branch Office(s):

Head Office:

| Address | Date of Establishment | Contact Person/<br>Mobile Number | Email |
|---------|-----------------------|----------------------------------|-------|
|         |                       |                                  |       |

Branch Office 1:

| Address | Date of Establishment | Contact Person/<br>Mobile Number | Email |
|---------|-----------------------|----------------------------------|-------|
|         |                       |                                  |       |

(Insert information for additional Branch office(s), if any)

5. Details of Partners:

| Sl. No. | Name of Partner | Membership No. | FCA/ ACA |
|---------|-----------------|----------------|----------|
| 1       |                 |                |          |
| 2       |                 |                |          |
| 3       |                 |                |          |
| 4       |                 |                |          |
| 5       |                 |                |          |

6. Details of Semi-Qualified Assistants:

| Sl. No. | Name of the Assistant | Qualification | Experience |
|---------|-----------------------|---------------|------------|
| 1       |                       |               |            |
| 2       |                       |               |            |
| 3       |                       |               |            |
| 4       |                       |               |            |
| 5       |                       |               |            |

7. Details of other staff:

| Sl. No. | Name of the Assistant | Qualification | Experience |
|---------|-----------------------|---------------|------------|
| 1       |                       |               |            |

8. Empanelment with CAG FY 2024-25:

(Copies of letter/document from CAG regarding Empanelment with CAG)

9. Details of Experience of firm in GST and Service Tax related Workin departments of State/ Central Government / PSU/ Autonomous Body etc. organization from FY 2017-18 onwards:

| Sl. No. | Name of Organization | Year of Assignment | Nature of Assignment | Supporting document |
|---------|----------------------|--------------------|----------------------|---------------------|
| 1       |                      |                    |                      |                     |
| 2       |                      |                    |                      |                     |
| 3       |                      |                    |                      |                     |

10. Details of Experience of firm in U.P. Awas Evam Vikas Parishad and other housing development authorities from FY 2017-18 onwards:

| Sl. No. | Name of Organization | Year of Assignment | Nature of Assignment | Supporting document |
|---------|----------------------|--------------------|----------------------|---------------------|
| 1       |                      |                    |                      |                     |
| 2       |                      |                    |                      |                     |

11. Details of Valid Peer Review Certificate No. .... Dated ..... (Enclose Supporting Document)

12. PAN No. of the Firm:

13. GST Registration No.:

14. Details of turnover of the firm in FY 2023-24, 2022-23 & 2021-22.

**Signature of Partner with Seal**